

13 January 1949

Miss Katherine M. White
Secretary to Mr. Correa
Cahill, Gordon, Zachry & Reindel
63 Wall Street
New York 5, New York

Dear Miss White:

Enclosed please find copy of Mr. Correa's travel voucher for the period 21-23 November, with statement of deductions attached. Perhaps I should call to your attention the book of transportation requests sent Mr. Correa with Mr. Blum's memorandum to him of 2 April 1948. Since Mr. Correa has been issued this book of requests for use in purchasing his tickets, he cannot be reimbursed for any transportation above coach fare; nor will he be reimbursed for the federal tax involved. So it would afford him quite a saving to use the Government requests for transportation.

You inquired as to how per diem is figured. It is figured on the basis of quarters of a day, 12:00 midnight to 6:00 a.m. being the first quarter; the others, 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., and 6:00 p.m. to 12:00 midnight--making the full day. When travel extends beyond twenty-four hours, any travel extending into another quarter, either at the beginning or the close of the period, is considered one-quarter of a day. For instance, if the travel begins at 3:00 a.m. on Wednesday and ends at 7:00 a.m. on Thursday, the traveller would be paid for one and one-half days (the three hours from 3:00 a.m. to 6:00 a.m. on Wednesday is considered one quarter of a day and the one hour from 6:00 a.m. to 7:00 a.m. on Thursday is considered another quarter of a day; these quarters added to those between 6:00 a.m. Wednesday and 6:00 a.m. Thursday amount to six quarters or one and one-half day). However, if the travel is less than twenty-four hours, the number of hours are added together and the traveller is paid for the approximate time this amounts to. For instance, if the travel started at 9:00 a.m. and ended at 4:00 p.m. in the afternoon of the same day, the traveller would be paid for one-half day, since the number of hours amount to seven and this would be in excess of one quarter. If the number of hours had been only six, the traveller would be paid for only one quarter of a day. I hope this doesn't confuse you, but it is rather difficult to explain.

With reference to the telephone calls referred to in my letter of 4 August and your letter of 23 September, if Mr. Correa does not wish to bother to supply the information, could you have him sign a statement to that effect and send it to me. That will relieve our hearing further from the finance office regarding them.

We have received your letter of January 11, enclosing time and attendance and travel and per diem reports for the month of December. They are being submitted immediately to the finance office for payment.

Sincerely,

Orine Cypert

Orine Cypert

P. S. While Mr. Correa was in Washington during the week before Christmas, he was given personally a couple of checks, one for \$118.74, covering time and attendance from 1 September 1948 through 28 November 1948, and another check for \$29.98, covering his travel expenses for 21-23 November 1948 (copy of voucher attached).

ATTACH SUBVOUCHERS HERE

Approved Voucher for Per Diem and/or Reimbursement
of Expenses Incident to Official Travel

Bu. Vo. NSC - 5538

U. S.

National Security Council

(Department, bureau, or establishment)

THE UNITED STATES, D. O.,

To Mr. Mathias F. Correa

STAT Address

Washington, D. C.

(Official duty station)

(Residence (For use of Postal Service only))

PAID BY

(For use of paying office)

For PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from 21 NOVEMBER 1948 to 1949, dated 29 per itemized statement within, under authority No. 1949, copy of which is attached,* or has been previously furnished with Voucher No. 1949, paid by (Name of disbursing officer)

AMOUNT CLAIMED

FOR—	DOLLARS	CENTS
Subsistence	16	50
Other	1	50
Travel	33	00
TOTAL		

(Payee must not use this space)

Differences *Sec. Audit*
Difference Statement
*attached*Amount verified; correct
for *29.98*
(Signature or initials) *%*

MEMORANDUM

cc: James S. Lay

NSC - 5538

DEC 17 1949

U. S. GOVERNMENT
ADMINISTRATIVE OFFICE
Paying Office*Handwritten Copy*

The next previous voucher paid under the same travel authority was: D. O. Vou. No. _____, paid _____ (Date)

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

APPROPRIATION, LIMITATION, OR PROJECT SYMBOL	APPROPRIATION TITLE			LIMIT'N OR PROF'T (Amount)	APPROPRIATION (Amount)	
1195200.001 National Security Council, 1949	Salaries & Expenses			29.98	29.98	
ALLOTMENT SYMBOL	AMOUNT	OBLIGATIONS LIQUIDATED	COST ACCOUNT	OBJECTIVE CLASSIFICATION		
109			SYMBOL	AMOUNT	SYMBOL	AMOUNT

Paid by Check No. _____, dated _____, 19_____, for \$_____

{on Treasurer of the United States in favor of
payee named above.

MEMORANDUM

Approved For Release 2003/05/27 : CIA-RDP86B00269R000500050077-7
If there was no prior authority, state the names which received such prior authority, if applicable. If one or more persons are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$_____ and over his official title." 16-42015-8

NSC-964-19

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER*

USE SINGLE SPACE IF
ITEMS ARE NUMEROUS

1. Date and hour of departure **Approved For Release 2003/05/27 : CIA-RDP86B00269R000500050077-7** (Date) (Hour)
 2. Give duty status on first day of voucher period:

Arrived at _____ on _____, 19_____, for temporary duty for
 approximate period _____ - _____.

Approximate date of return to official headquarters _____, 19_____.

DATE 19	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	1948 DEC 7 PM	SUB.** VOU. 1 NO 47	AMOUNT CLAIMED	
				SUBSISTENCE†	OTHER
21 Nov	Lv N.Y., N.Y. at 9:30 am via Pa RR				
22 Nov	Arr Washington, D. C. 1:15 pm				
23 Nov	Lv Washington, D. C. 4:00 pm via Pa RR				
24 Nov	Arr N.Y., N.Y. 7:35 pm				
PER DIEM: 2 3/4 days At \$6.00				16 50	
				16 50	
TOTALS (to be carried forward to continuation sheet, if necessary)				16 50	

*If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

†When subvouchers required by regulations were not obtained, state fully the circumstances showing reasons for omission.

‡If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

STATEMENT OF TRAVEL

TRANSPORTA- TION REQUEST NO.	AGENT'S VALUATION OR TICKET OBTAINED BY T/R NOT TO BE CLAIMED	MODE OF TRAVEL† (If by public carrier show abbreviated name thereof and class of service used)	DATE OF TRAVEL 1948	POINTS OF TRAVEL		FOR REIMBURSABLE ITEMS ONLY		
				FROM— (Also show meter readings when travel was by automobile)	To—	MILES TRAVELED BY AUTO.	RATE PER MILE (Cents)	AMOUNT CLAIMED Include cash paid public carrier
		Pa RR	21-22 Nov	New York, N.Y.	Washington, D.C. &	rat.		16 50
* First class accommodations were used, but ticket receipts were not retained.								
16 50								

TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)

†Road, steamship, airplane, bus, motor vehicle, etc. Abbreviate class of service, type of accommodation, speed, distance, time, etc., as follows: R, regular; M, mixed; C, coach; P, pullman accommodations; DR, drawing room; O, open compartment; S, 1st class; 2nd class; 3rd class; 4th class; 5th class; 6th class; 7th class; 8th class; 9th class; 10th class; 11th class; 12th class; 13th class; 14th class; 15th class; 16th class; 17th class; 18th class; 19th class; 20th class; 21st class; 22nd class; 23rd class; 24th class; 25th class; 26th class; 27th class; 28th class; 29th class; 30th class; 31st class; 32nd class; 33rd class; 34th class; 35th class; 36th class; 37th class; 38th class; 39th class; 40th class; 41st class; 42nd class; 43rd class; 44th class; 45th class; 46th class; 47th class; 48th class; 49th class; 50th class; 51st class; 52nd class; 53rd class; 54th class; 55th class; 56th class; 57th class; 58th class; 59th class; 60th class; 61st class; 62nd class; 63rd class; 64th class; 65th class; 66th class; 67th class; 68th class; 69th class; 70th class; 71st class; 72nd class; 73rd class; 74th class; 75th class; 76th class; 77th class; 78th class; 79th class; 80th class; 81st class; 82nd class; 83rd class; 84th class; 85th class; 86th class; 87th class; 88th class; 89th class; 90th class; 91st class; 92nd class; 93rd class; 94th class; 95th class; 96th class; 97th class; 98th class; 99th class; 100th class; 101st class; 102nd class; 103rd class; 104th class; 105th class; 106th class; 107th class; 108th class; 109th class; 110th class; 111th class; 112th class; 113th class; 114th class; 115th class; 116th class; 117th class; 118th class; 119th class; 120th class; 121st class; 122nd class; 123rd class; 124th class; 125th class; 126th class; 127th class; 128th class; 129th class; 130th class; 131st class; 132nd class; 133rd class; 134th class; 135th class; 136th class; 137th class; 138th class; 139th class; 140th class; 141st class; 142nd class; 143rd class; 144th class; 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1208th class; 1209th class; 1210th class; 1211st class; 1212nd class; 1213rd class; 1214th class; 1215th class; 1216th class; 1217th class; 1218th class; 1219th class; 1220th class; 1221st class; 1222nd class; 1223rd class; 1224th class; 1

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE AUDIT DIFFERENCE STATEMENT

Payee Mathias F. Correa Vo. No NSC-5538 Period 21 November - 23 November 1948

Amount claimed	\$	<u>32.00</u>
Amount approved		<u>29.98</u>
Difference		<u>2.02</u>

Transportation claimed:

Round-trip coach fare from New York, New York
to Washington, D. C. plus tax. 15.50

Transportation allowed:

Round-trip coach fare from New York, New York
to Washington, D. C. 13.48
32.02

In absence of statement why traveler did not use U. S. Government
Transportation Request, Federal tax is suspended.

ADVISORY:

Since traveler has been issued a book of Transportation Requests,
they should be used, when practicable, to obtain all official
transportation, in order to avoid payment of Federal transportation
tax by traveler. *T.R.'s must be used to procure
transportation any time that cost equals or
exceeds \$1.00*



Authorized Certifying Officer

STAT

ANY RECLAIM MUST BE ACCCOMPANIED BY A COPY OF THIS STATEMENT

— TRAVEL ORDER —

DATE

20 November 1948

NAME

Mathias F. Correa

TITLE

Intermittent Consultant

OFFICE OR BRANCH

National Security Council

OFFICIAL STATION - Washington, D. C.

Place of business - New York, N. Y.

You are hereby authorized to travel and incur necessary expenses in accordance with standardized Government Travel Regulations and ~~applicable provisions of Public Law 600-73rd Congress and regulations issued thereunder~~, subject to the following limitations:

ITINERARY:

New York, N. Y. to Washington, D. C. and return as often as may be necessary.

PURPOSE:

Official business - TDU

Date effective, or as soon thereafter as practicable:

1 December 1948

Terminating approximately:

31 December 1948

MODE OF TRAVEL AUTHORIZED AS CHECKED BELOW:

 Common Carrier Airplane Vessel Privately Owned Automobile Government Transportation Airplane Vessel Motor Vehicle

* ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE AS FOLLOWS:

 (a) cents per mile not to exceed cost by common carrier. (b) cents per mile, as being more advantageous to the Government.

- The change of official station indicated is effected in the interest of the Government and not for your personal convenience.
- In connection with change of station, you are authorized to transport your immediate family and your household goods and personal effects, subject to weight limits, restrictions and provisions of PL 600 and Executive Order 9805.
- Travel to first post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600.
- Return from post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600.

SPECIAL AUTHORITY:

PER DIEM AUTHORIZED:

Per diem allowance: \$6.00 (while employed on an intermittent basis).

 Security Clearance approved: Physical examination completed; immunization to be completed approx.

\$105200.00 Salaries & Expenses, NSC, 1948

SIGNATURE

ALLOTMENT ACCOUNT SYMBOL

106-U2-1

Stateless Division

STAT

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON

8 December 1948

Mr. Mathias F. Correa
Cahill, Gordon, Zachary and Reindel
63 Wall Street
New York, New York

Dear Mat:

Enclosed please find copy of your travel
order for the month of December.

Sincerely yours,

Robert Blum

Robert Blum

Enclosure
Travel Order